

Venango Technology Center
Adult Evening Classes - 2009 Fall Schedule
(814) 677-3097 Ext. 217 & 219 www.vtc1.org



ALL CLASSES ARE HELD FROM 6:00-9:00 PM UNLESS OTHERWISE NOTED by ASTERISK *

*** Maintenance Tech**

Thur. Sept. 17, 24, Oct. 1, 8, 15, 22, 29,
 Nov. 5, 12, 19, Dec. 3, 10, 17
45 Hours Cost: \$500 Text: \$95
***Time: 6:00-9:30pm**

Introduction to Auto CAD

Tue./Thur. Sept. 29, Oct. 1, 6, 8, 13, 15
18 Hours Reg. Fee: \$195

***PA State Inspection**

Mon./Tue./Thur. Sept. 21, 22, 24
***Time: 6:00-10:00pm** Reg. Fee: \$150

Introduction to Computers

Tue./Thur. Sept. 22, 24, 29, Oct. 1, 6, 8
18 Hours Reg. Fee: \$100 Text: \$30

WindowsXP

Tue./Thur. Oct. 15, 20, 22, 27, 29, Nov. 3
18 Hours Reg. Fee: \$135 Text: \$35

Excel 2007 Beginner

Prerequisite: Basic Computer Skills

Thur. Oct. 15, 22, 29, Nov. 5, 12, 19
18 Hours Reg. Fee: \$135 Text: \$35

Basic Business Writing

Prerequisite: Basic Typing Skills

Mon./Wed. Oct. 28, Nov. 2, 4, 9, 11, 16, 18
21 Hours Reg. Fee: \$145

Computer Maintenance

Tue. Nov. 17
3 Hours Reg. Fee: \$25

***Note Class Time**

*** Nurse Assistant Training**

Tue./Wed./Thur. Sept. 22 – Nov. 19
120 Hours Cost: \$ 800
***Time: 4:00-9:00pm**

Medical Terminology

Tue./Thur. Oct. 13, 15, 20, 22, 27, 29
18 Hours Reg. Fee: \$125 Text: \$40

Clinical Medical Assistant Program

In cooperation with Dubois Business College
Call 677-1322 for more information

Accounting

Tue./Thur. Oct. 13, 15, 20, 22, 27, 29,
 Nov. 3, 5, 10, 12
30 Hours Reg. Fee: \$145 Text: \$95

***Public Speaking**

Tue. Oct. 13, 20, 27, Nov. 3
8 Hours Reg. Fee: \$65 Text: \$25
***Time: 6:00-8:00pm**

Small Business Management

Wed. Nov. 11, 18, 25, Dec. 2, 9
15 Hours Reg. Fee: \$135

***Sign Language for Beginners**

Mon./Wed. Nov. 9, 11, 16, 18, 23, 25, Dec. 2, 7
16 Hours Reg. Fee: \$95 Text: \$25
*** Time: 6:00-8:00pm**

***Introduction to Digital Photography**

Mon./Wed. Nov. 9, 11, 16, 18, 23, 25, Dec. 2, 7
16 Hours Reg. Fee: \$95
***Time 6:00-8:00pm**

***Industrial Welding with Weld Symbols**

Call for information

COMPREHENSIVE CERTIFICATE PROGRAM

The Certificates shown below represent a curriculum designed for the dedicated student. The classes do not need to be taken in the order shown. You choose the pace – FAST or SLOW.

Computer Applications Specialist

Introduction to Computers
Windows
Word Beginner
Excel Beginner
File Management/Network Basics
Choose one of the following:
Access Beginner or PowerPoint

Office Management

Accounting
Basic Business Writing
Word Beginner
Excel Beginner
Access Beginner
Office Procedures

MedicalOffice Management

Accounting
Basic Business Writing
Word Beginner
Excel Beginner
Access Beginner
Medical Terminology
Medical Office

PRACTICAL NURSING PROGRAM (677-3097 Ext. 207 or 231)

VTC's Practical Nursing Program has been educating Nurses since 1966. The program is 11 months long, from August to June, with 55% of the time spent in clinical practice at several local health care facilities and 45% in the classroom. Graduates are eligible to take the State Board of Nursing Licensing Examination. Financial aid assistance is available to qualified students.

FREE CLASSES: GED & BASIC WORKFORCE SKILLS

VENANGO TECH CENTER – OIL CITY

Mondays

2:45-5:15pm

5:30-8:00pm

Wednesdays

2:45-5:15 pm

5:30-8:00 pm

EMERGING TECH CENTER – FRANKLIN

Mondays

10:00-12:30pm

*Registration for New
Students*

*1st and 3rd Wednesdays of
each month*

11:00 a.m. at VTC

Call (814) 677-3097

Ext. 218

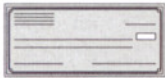
for an appointment

VTC can Customize Training to meet your needs!
For more information contact Venango Technology Center
(814) 677-3097 Ext. 217 www.vtc1.org

Registration for Evening Classes

Register for classes in person at the Adult Education Center, Venango Technology Center from 9:00 AM - 3:00 PM daily throughout the school year. OR Register by mail. No registrations or reservations will be taken over the phone. Registration for classes is on a first come, first served basis, with **full payment** due upon registration. Registration will close one week prior to the start of each class.

PAYMENTS



Payments for registration can be in the form of a check or cash only. Please make all checks payable to the **Venango Technology Center.**

TEXTBOOKS

Textbooks can be picked up and paid for the first night of class in the Adult Education Department.

REFUND POLICY

100% refund if the course is canceled by VTC. 100% refund if the student cancels 48 hours before the start of course. NO refund if the cancellation is within 48 hours of the start of the course. NO refunds for "no-shows". NO refunds for one or two evening seminars.

ALL refunds are in the form of a check sent from the school.

To register by mail: Complete the registration card below (photocopy is acceptable) and return with **full payment** to: **1 Vo-Tech Drive, Oil City, PA 16301 Attn: Adult Education Department.**

If the class is full, your name will be placed on our waiting list. For confirmation of registration please enclose a self-addressed stamped envelope.

VENANGO TECHNOLOGY CENTER			
Application for Adult Education Class			
(Please print and complete all information)			
Course		Reg. Fee	Book Cost
Social Security Number	Last Name	First Name	Middle Initial
Street	City	Zip Code	School District
Occupation		Home Phone	
Place of Employment		Daytime Phone	<input type="checkbox"/> Male <input type="checkbox"/> Female
<small>I understand the following:</small>			
<small>1. No refunds will be made after the first class session for any reason.</small>			
<small>2. The School will not be liable for damage to or theft of any personal belongings brought onto the premises by students, nor for payment of medical expenses or other damages due to bodily injury either self inflicted or inflicted by another student.</small>			
Signature		Date	

The Venango Technology Center is an equal opportunity institution and will not discriminate on the basis of race, color, national origin, sex, handicap or limited English proficiency in its activities, programs, or employment practices as required by Title VI, title IX and section 504.